

# WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

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Department of Labor & Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
December 5 & 6, 2013

**Thursday, December 5, 2013**

Commissioner's Luncheon for Executive Committee 12:30 PM  
(Millennium Maxwell House Hotel – Polk Board Room)

Staff Liaisons meet with Committee Chairs 2:00 PM  
(220 French Landing Building)

Committee Meetings (**220 French Landing Conference Rooms**) 3:00 PM

Operations – **Employment Security Conference Room (4<sup>th</sup> Floor)**  
Jim Alford Award  
WIA Employee of the Year

Strategic Planning – **Tennessee Room (1st Floor)**  
State Plan Modification  
Local Planning Guidance

Continuous Improvement – **Job Service Conference Room (4<sup>th</sup> Floor)**  
Annual Report  
Quarterly Performance  
Modification to ETPL Performance Standards

Policy – **Volunteer Room (1<sup>st</sup> Floor)**  
Review of Policy Drafts

Reception 6:00 PM  
(Maxwell House Hotel – **Embassy Room**)

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## Friday, December 6, 2013

Board Member Continental Breakfast 7:30 AM  
(Maxwell House Hotel – **Junior Ballroom**)

Welcome & Introduction of Vice-Chair 8:30 AM  
**Bob Ravener, Chairman**  
State Workforce Development Board  
(Maxwell House Hotel – Grand Ballroom)

Opening Remarks 8:40 AM  
**Commissioner Burns Phillips**  
Department of Labor & Workforce Development

Introduction of New Board Members 8:50 AM  
Roll Call/Conflict of Interest Statement

Approval of Minutes (*vote required*)  
September 10, 2013

Workforce Services Updates & Overview of Corrective Actions 9:05 AM  
**Sterling VanDerSpuy, Administrator Workforce Services**  
Department of Labor & Workforce Development

L.E.A.P. Initiative Overview 9:15 AM  
**Senator Mark Norris, Senate Majority Leader**

Break 9:45 AM

Customer & Employer Satisfaction Survey 10:00 AM  
**Simon Oliver & Lee Grehan**  
**Sparks Bureau of Business & Economic Research**  
University of Memphis

Committee Reports 10:30 AM

Strategic Planning (**Ann Hatcher**)  
State Plan Modification

Operations (**John Greeter**)

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Policy (**Mayor Rogers Anderson**)  
New Policies (**vote required**)

Continuous Improvement (**Yolanda Shields**)

Disability Employment Initiative Grant Update 11:30 AM  
**Susie Bourque, Director- Division of Workforce Services**  
**Amanda Sells- LWIA 1**  
**Stephanie Potter- LWIA 3**  
**Sharyn Hancock- LWIA 8**  
**Suzy Pruitt- LWIA 10**  
**Phyllis Brunson- LWIA 13**

Closing Remarks 11:45 AM  
**Bob Ravener, Chairman**

## **Future Dates:**

May 1-2, 2014 (Strategic Planning Committee, all board members invited)  
June 19-20, 2014